

Place of Assignment :	Finance and Administration Division - PCED
Position Title :	Administrative Assistant III (Senior Bookkeeper)
Plantilla Item No. :	09-2015
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 21,129.00
Eligibility :	Career Service (Subprofessional) First Level Eligibility
Education :	Completion of two years studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 14, 2023.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ALELI D. KRAFT

HRMO

Room 203 Encarnacion Hall, UP School of Economics, Diliman, Quezon City
info@pced.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : March 03, 2023

Closing Date : March 14, 2023